

SAMPLE LETTER P

PARTIAL DENIAL LETTER

(stamp date)

Re: Freedom of Information Act Request RIN _____

Dear Mr./Mrs./Ms. (name of requester):

This is in response to your Freedom of Information Act request regarding (nature of request).

Enclosed you will find copies of some of the documents responsive to your request.

We are unable to provide you with the documents, or portions of documents, which have been determined to be exempt from mandatory disclosure by virtue of 5 U.S.C. 552(b) (cite exemption or exemptions). An itemized list by categories of the withheld material along with the basis for withholding is provided on the enclosure to this letter.

You may appeal this partial denial by submitting a written appeal to the Freedom of Information Officer (A-101), United States Environmental Protection Agency, 401 M Street, S.W., Washington, D.C. 20460, within 30 days of receipt of this partial denial. Your appeal should refer to the RIN number listed above, the date of this determination, and my name, title and address (or the name, title and address of the person directing issuance of the partial denial).

Please contact (_____) at (_____), should you have any questions concerning this matter.

Sincerely,

Signature and Title
(Division Director Level or Above)

Enclosures: (index of documents released and withheld)

bcc: Agency or Regional FOI Office (2)
FOI Coordinator (if appropriate)